

CENTRAL INTELLIGENCE AGENCY
Washington, D.C.

NOTICE
NO:

SUBJECT: Annual Leave

RECISSION: dated 24 May 1950

D R A F T
LTS/lag - 19 Sep 50

1. Section 1212, Public Law No. 759 - 81st Congress, approved on 6 September 1950, is quoted below:

"Sec. 1212. No part of the funds of, or available for expenditure by any corporation or agency included in this Act, including the government of the District of Columbia, shall be available to pay for annual leave accumulated by any civilian officer or employee during the calendar year 1950 and unused at the close of business on June 30, 1951: Provided, That this section shall not apply to officers and employees whose post of duty is outside the continental United States: And provided further, That this section shall not apply with respect to the payment of compensation for accumulated annual leave in the case of officers or employees who leave their civilian positions for the purpose of entering upon active military or naval service in the Armed Forces of the United States."

2. Each individual employee of C.I.A. whose post of duty is within the continental United States must use all of the leave accrued during the calendar year 1950 (26 days) prior to the close of business on 30 June 1951. Any portion of leave accrued during the calendar year 1950 not used by the close of business on 30 June 1951 will be forfeited by the individual concerned.

3. Each individual employee of this Agency affected by the above will be provided an opportunity by his supervisor to take the full amount of leave accrued during the calendar year 1950 prior to 1 July 1951. Leave will be sched-

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uled in such a manner as to permit the continued, efficient conduct of business by each Office and Staff section of this Agency.

4. Unless otherwise determined by proper authority, leave accruing to individuals whose posts of duty are both within and outside of the continental United States during the calendar year 1950 will be governed as indicated below:

- a. Leave accrued while the employee is on duty within the United States must be used prior to 1 July 1951 or forfeited.
- b. Leave accrued while the employee is at a post of duty outside the continental United States may be accrued against the total authorized leave accumulated or utilized, at the option of the employee concerned.

5. These instructions apply only to leave accrued during the calendar year 1950 and do not affect leave accrued prior to 1 January 1950 which may continue to be carried over or used at the option of the individual employee.